

STATE OF HAWAII
Accounting Manual

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SECTION 841: PAYROLL WARRANT AND EMPLOYEE'S
EARNINGS, DEDUCTIONS, AND LEAVE STATEMENT

Purpose:

The PAYROLL WARRANT (Report No. PRW222) is a negotiable instrument drawn against the State of Hawaii Payroll Clearance Fund to pay for personal service rendered by State employees who do not assign their net pay.

The EMPLOYEE'S EARNINGS, DEDUCTIONS, AND LEAVE STATEMENT is an attachment to the PAYROLL WARRANT, and it provides details of an employee's earnings and deductions for the current payroll period, as well as certain year-to-date information.

Frequency:

Generated for every payroll period.

Distribution:

A set of PAYROLL WARRANT and EMPLOYEE'S EARNINGS, DEDUCTIONS, AND LEAVE STATEMENT is routed to an employee's assigned distribution point to be eventually issued to the employee.

Organization of Payroll Warrant and Statement:

The sequence of the report is:

1. Department code
2. Warrant Distribution number
3. Name
4. Social Security number
5. Position number

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ITEM NO.	DATA	DATA DESCRIPTION
	<u>(PAYROLL WARRANT)</u>	
①	P000003	The payroll WARRANT number, pre-printed by the supplier of the form.
②	000003	The payroll WARRANT number printed by the data processing center during the printing of the WARRANT.
③	DATE	The date of the WARRANT. This is the date the WARRANT becomes payable.
④	00001	A five digit index number for computer use only.
⑤	M01-001	The payroll number and warrant distribution code. (NOTE: These codes are not printed on assignment warrants.)
⑥	PAY TO THE ORDER OF	The name of the payee (employee) of the WARRANT.
⑦	DOLLARS/CENTS	The amount drawn by the WARRANT.
⑧	PAYROLL CLEARANCE FUND	Title of fund from which payment is made.
⑨	41 000003	<p>Magnetic Ink characters (MICR) indicating the last digit of the fiscal year, fund code, and the 6 digit warrant number.</p> <p style="text-align: center;"> Example: 41 000003 ↓ ↓ FY 73-74 Warrant Number ↓ Payroll Clearance Fund </p>
⑩	ENDORSEMENT	Endorsement or signature line of payee located in back part of WARRANT.

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ITEM NO.	DATA	DATA DESCRIPTION
	<u>(EMPLOYEE'S EARNINGS, DEDUCTIONS, AND LEAVE STATEMENT)</u>	
①	P _____	The payroll warrant number, pre-printed by the supplier of the form.
②		The warrant distribution location will be printed by the computer to the immediate right of the words, STATE OF HAWAII.
③	SOCIAL SECURITY NO.	The social security number of the employee.
④	NAME	The name of the employee.
⑤	POSITION NO.	The number of the employee's position for which he is being paid.
⑥	PAYROLL NO.	The payroll number assigned to the employee and from which he is being paid.
⑦	WARRANT DIST	The warrant distribution code to identify the area where the warrant is to be forwarded. This code represents the distribution area indicated in Item ②.
⑧	<u>NO. EXEMPTIONS</u>	
	STATE	The number of exemptions claimed by the employees for State income tax withholding purposes.
	FEDERAL	The number of exemptions claimed by the employees for Federal income tax withholding purposes.

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ITEM NO.	DATA	DATA DESCRIPTION
(9)	BANK CODE	The bank code is only applicable when net pay is assigned to banks and other financial institutions as assignees of the employee's net pay. The net pay is deposited in the employee's account, and he will receive the EMPLOYEE'S EARNINGS, DEDUCTIONS, AND LEAVE STATEMENT.
(10)	PERIOD ENDING	The last day of the payroll period for which the employee is being paid.
(11)	WARRANT DATE	The date the WARRANT was issued. This date is the last work day of the payroll period.
(12)	LEAVE STATUS	Reserved for future use.
(13)	<u>TAX</u>	
	AMOUNT	The amount of State income tax, Federal income tax, and FICA withheld from the employee for the payroll period covered by the WARRANT.
	YEAR TO DATE	The cumulative amount of the State income tax, Federal income tax, and FICA withheld from the employee from the beginning of the calendar year to date of the WARRANT.
(14)	<u>RETIREMENT</u>	
	AMOUNT	The amount of Regular, Post, and Additional Retirement contributions deducted from the employee for the payroll period covered by the WARRANT.
	YEAR TO DATE	The cumulative amount of Regular, Post, and Additional Retirement contributions deducted from the employee from the beginning of the calendar year to date of the WARRANT.

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ITEM NO.	DATA	DATA DESCRIPTION
(15)	NO. OF BONDS ISSUED THIS PAY PERIOD	The number of bonds purchased by the employee that were issued during the payroll period.
(16)	BOND BALANCE ON HAND	The amount remaining in the employee's U.S. Savings Bonds account as of the last day of the payroll period covered by the WARRANT.
(17)	COST OF LIVING ALLOWANCE	The amount received during the payroll period covered by the WARRANT for cost of living allowance.
(18)	WAGES-IN-KIND	The amount received during the payroll period covered by the WARRANT for Wages-in-kind (perquisites).
(19)	<u>GROSS EARNINGS</u>	
	TYPE	The code to indicate the type of gross pay. The first line is reserved for the regular type of gross pay, thus the word REGULAR is pre-printed. The other type codes are printed on the reverse side of this statement.
	AMOUNT	The amount of gross pay by type of gross pay.
	HOURS/DAYS*	The number of hours or days worked, by type of gross pay, during the payroll period covered by the WARRANT. The number of days is indicated by an asterisk to differentiate it from the number of hours.
(20)	YEAR TO DATE GROSS EARNINGS	The gross pay earned from the beginning of the calendar year to date of the WARRANT.

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ITEM NO.	DATA	DATA DESCRIPTION
(21)	SALARY/RATE	The monthly salary, daily rate, or hourly rate of the employee.
(22)	GROSS PAY	The amount of gross pay earned by the employee for the payroll period covered by the WARRANT. This amount should be the sum of GROSS EARNINGS Item (19).
(23)	TOTAL DEDUCTIONS	The total amount deducted from the employee's pay for the payroll period.
(24)	NET PAY	The amount received by the employee after deductions from his gross pay.
(25)	<u>OTHER DEDUCTIONS</u>	
	TYPE	The code to indicate other types of deductions. The TYPE codes for other deductions are printed on the reverse side of this statement.
	AGENT	The code of the agent (assignee) who is to receive the deduction.
	AMOUNT DEDUCTED	The amount deducted by TYPE code for the payroll period.
	YEAR TO DATE	The amount deducted by TYPE code from the beginning of the calendar year to date of the WARRANT.

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**EXHIBIT B: SAMPLE REPORT KEYED TO EXPLANATION OF REPORT PRW222
EMPLOYEE'S EARNINGS, DEDUCTIONS, AND LEAVE STATEMENT**

(front)

P000001¹ STATE OF HAWAII										PERSONNEL		8		9		10		11														
SOCIAL SECURITY NO. 576-21-0936			NAME YOSHISATO, MOCHI O.			POSITION NO. 19876		PAYROLL NO. K09		ARRANG. DIST. 109		NO. EXEMPTIONS STATE 00 FEDERAL 00		BANK CODE		PERIOD ENDING		WARRANT DATE 08/31/73														
LEAVE STATUS 12			TAX 13			GROSS EARNINGS 19																										
BALANCE			AMOUNT			YEAR TO DATE			TYPE			AMOUNT			HOURS/DAYS			TYPE			AMOUNT			HOURS/DAYS								
VACATION			20.98			209.80			REGULAR			354.50																				
SICK			58.62			586.20																										
COMP. TIME			18.43			184.30																										
TAKEN			RETIREMENT 14			YEAR TO DATE GROSS EARNINGS 20			SALARY/RATE 21			GROSS PAY 22			TOTAL DEDUCTIONS 23			NET PAY 24														
VACATION			REG. 21.27			210.70			3			545.00			709.00			354.50			184.20			170.30								
SICK			POST. 6.38			63.80																										
COMP. TIME			ADTL.																													
OTHER WITH PAY			NO. OF BONDS ISSUED THIS PERIOD 15			BOND BALANCE 16			TYPE			AGENT			AMOUNT DEDUCTED			YEAR TO DATE			TYPE			AGENT			AMOUNT DEDUCTED			YEAR TO DATE		
WITHOUT PAY									MD 701			3			89			38.90			CU 001			50.00			500.00					
VACATION SUBJECT TO FORFEITURE			COST OF LIVING ALLOWANCE 17			WAGES IN HAND 18			EO 601			4			63			46.30														

NON-NEGOTIABLE
KEEP THIS CARD
FOR YOUR RECORD ONLY **EMPLOYEE'S EARNINGS, DEDUCTIONS, AND LEAVE STATEMENT**

(SEE REVERSE SIDE FOR GROSS EARNINGS AND OTHER DEDUCTIONS TYPE CODES)

(back)

GROSS EARNINGS - TYPE CODES

DIP - PAY E/W - PAY P/T - PAY HAZ - PAY HOL - O/T N/S - DIP ORD - O/T	ALL OTHER DIFFERENTIALS EMERGENCY WORK PAY FIREFIGHTING PAY HAZARDOUS DUTY PAY HOLIDAY OVERTIME PAY NIGHT SHIFT DIFFERENTIAL ORDINARY OVERTIME PAY	O/S - DIP RETRO SAB - PAY SCK - PAY S/B - PAY S/B - DIP S/S - O/T	OVERSEAS CONTRACT DIFFERENTIAL RETROACTIVE ADJUSTMENT SABBATICAL LEAVE PAY SICK LEAVE PAY (WHILE ON W/C PAY) STAND-BY DUTY PAY SPLIT SHIFT DIFFERENTIAL SPLIT SHIFT OVERTIME PAY	STIPEND T/A - PAY 24 - PSP VAC - EXC VAC - PAY VAC - TER WRK - CAMP	STIPEND TEMPORARY ASSIGNMENT PAY 24-HOUR PSYCHIATRIC SERVICES PAY VACATION PAY FOR EXCESS VACATION CREDITS VACATION PAY (WHILE ON W/C LEAVE) VACATION PAY UPON TERMINATION WORKMEN'S COMPENSATION BENEFIT
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OTHER DEDUCTIONS - TYPE CODES

AP ANNUITY PLAN PREMIUM AR ADDITIONAL RETIREMENT & RETROACTIVE FICA AT AMERICAN SAMOA TAX CR COTTAGE RENTAL CU CREDIT UNION EO EMPLOYEE ORGANIZATION PR U.S.C.S.C. RETIREMENT SYSTEM	GA GARNISHMENT HH HAWAIIAN HOME LANDS HP U.S.C.S.C. HEALTH PLAN MD STATE MEDICAL PLAN MV MOTOR VEHICLE INSURANCE PK PARKING FEE RT RYUKYUAN WITHHOLDING TAX	SS U. S. SAVINGS BONDS SF SERVICE FEE UF COMMUNITY FUND DONATION UH U. OF H. FOUNDATION DONATION XX OTHER DEDUCTIONS
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NON NEGOTIABLE

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